

## 5- Domestic Routing Information

### Domestic Shipments

#### Routing: Collect Partners

##### Late Shipments/Back Orders

- All orders must be submitted for routing **before** the “do not ship before” date.
- All orders must be ready to ship by the “do not ship after” date, or they will be considered late.
  - Requests for extensions must be submitted prior to the “do not ship before” date.
  - Late orders are subject to cancellation.
- Anna’s Linens does not accept back orders.

##### New Stores

- Freight collect partners should submit routing as instructed in the next sections.
- For all new store orders that will be shipping late, partners must call the Anna’s Linens Merchandising Department for disposition. Expense offsets and excess freight may apply.

#### Shipping/Routing Instructions

Total Shipment Weight/Dimensions	Ship Instructions
All Shipments For Collect Vendors	Please submit routing requests via “Express Ship”, located on the web at <a href="http://b2b.annaslinens.com">b2b.annaslinens.com</a> (Contact <a href="mailto:traffic@annaslinens.com">traffic@annaslinens.com</a> for a copy of the User Interface Training Guide). No e-mail, fax or phone requests will be accepted!  Routing Instructions will be provided by Transplace.

#### Routing: Prepaid Partners

- **Prepaid Direct to Store Shipments** - E-mail notification must be provided to [traffic@annaslinens.com](mailto:traffic@annaslinens.com) for every prepaid order at the time of shipment.
- **Prepaid Direct To Distribution Center** - Anna’s Linens Transportation Department must receive a copy of the signed Bill of Lading and Consolidation Manifest for every prepaid direct to distribution center shipment.
  - The BOL should note the carrier name, ship date, origin, destination, PRO#, and PO range that have been shipped.
  - The Consolidation Manifest should include the PO#, associated store number, total weight per PO and total cartons per PO#.

##### New Stores

- Freight prepaid partners should ship orders to the DC that the new store is assigned to.

#### Routing Requirements

- Failure to provide correct and complete information in the routing request may result in a delay in the routing of the shipment and/or excess costs.
- All orders that fall within the same “ship before/ship after” window must be consolidated when requesting routing.
- Whenever possible orders that originate from the same shipping facility, and are shipping in the same week, should be submitted for routing at one time.
- All “New Store” PO numbers must be noted on routing request.
- If an order has not been submitted for routing and is not ready for pickup by the “do not ship after” date, it is considered late and charges will apply.
- Anna’s Linens requires 2 business days for routing of shipments.
- Partners are allotted 2 hours of free loading time. Any loading time beyond the two hours allotted is subject to Vendor Detention Charges.
- If a carrier is provided with an “open window” appointment time, the two hour loading begins upon the driver checking in with the vendor’s Shipping Department.
- Loading policy is “Shipper Load/Shipper Count”. Any driver asked to count or assist will be at the partner’s expense. However, the driver should be allowed, even encouraged, to view the loading process, otherwise damage claims not documentable to a trailer (e.g. water leak from a hole) will be submitted to the vendor.
- All shipments must be floor loaded unless otherwise approved by the Anna’s Linens Traffic Department.
- All shipments shipped on a single trailer from a single location must be consolidated onto one Master Bill of Lading regardless of final ship to address.

**Carton Label Requirements:**

In accordance with the Uniform Code Council (UCC), Anna's Linens label requirements follow standard UCC/EAN SSCC-18 common label formats. Detailed information about the SSCC-18 data structure and associated UCC/EAN-128 symbol can be found online at [www.gs1us.org](http://www.gs1us.org) (formerly UCC-council.org).

In addition, a Product ID label must be placed in the upper right hand corner of any long side of the carton and must contain:

- Anna's SKU Number
- Complete description including size, color, and/or pattern (where applicable)
- Quantity per carton of each SKU number

Common reasons why a label would be identified as missing or un-scannable:

- If UCC-128 label is missing from cases.
- Scans incorrectly: sometimes the number will "wrap" (the last digit is read as being the first).
- More/less than 20 digits.
- Invalid characters (presence of symbols or alpha characters).
- Duplicate barcodes (duplicate barcodes will not be accepted into the warehouse management system).
- Photocopy (photocopies of labels taped to cases will not scan correctly).  
Poor print quality will cause the label not to scan correctly (barcode prints with "skip lines" if printer skipped while printing).
- Defaced.
- Partially missing.
- Insufficient quiet space around barcode (cannot "bleed" off the edge of the label).
- Barcode and human readable are different (barcode must decode to the human readable number printed on the label).
- Barcode is too big (bleeds to edge of label) or too small.

**ASN Requirements**

- An accurate ASN must be sent to Anna's Linens at the time of shipment
- Anna's requires one ASN with carton level information per PO, per ship to location(3PL), per shipment
- All vendors must be certified on Anna's current EDI mapping requirements

**Please refer to the EDI section of the Partner Guide for more information regarding Anna's Linens EDI requirements.**

All questions regarding mapping requirements or other EDI concerns must be directed to Anna's Linens EDI by phone at: (714) 415-5473 or via email at: [edi@annaslinens.com](mailto:edi@annaslinens.com)

**Sample Product ID Label**

SKU #  Full Palm Court Comf Set  Qty: 2
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- Product ID labels (non UCC) must be placed on upper right hand corner of any long side of the carton.

**Sample UCC-128**

Required:  
Vendor name and address

Optional:  
Carrier Info  
(B/L, SCAC, & PRO#)

Required:  
Quantity  
UPC = carton content UPC  
(If the carton is a pick/pack, can be blank or marked 'mixed')

<b>FROM</b> Acme Inc. 11204 Norwalk Blvd Santa Fe Springs, CA 75218-0000	<b>TO</b> Performance Team #9999 12816 Shoemaker, Santa Fe Springs, CA 90670
<b>CARRIER INFO:</b> B/L: 135836 SCAC: PNCP PRO #: PRO123456	<b>POSTAL ZIP</b> (420) 75218 
<b>PO #: 2106148</b> 	
<b>QTY: 6</b> <b>UPC: 1234524012558</b> <b>Description: PILLOW</b>	
	<b>STORE:</b> <b>00001</b>
<b>SSCC-18</b> <b>(00) 0 0757141 004423199 5</b> 	

Required:  
Ship To Destination  
Store # or Address of DC

Required:  
"Ship to" postal code

Required:  
Anna's Linens assigned  
PO# (no leading zeros)

Required: Mark For  
Anna's Linens Store # or  
Buving Location

Required:  
Standard UCC128 serial  
shipping container code  
(unique #)  
Must contain 20 digits

- UCC Label can be placed anywhere on the same side as the product ID labels
- For UCC-128 Compliance issues, please call Anna's Linens EDI Technical Department 714-415-5473. ([edi@annaslinens.com](mailto:edi@annaslinens.com))

**UCC-128 Label Requirements**

**Zone A:** Ship From – Vendor Name & Address

**Zone B:** Anna’s Linens Ship To Location: Name & Address

-May be DC or Store Location

**Zone C:** Carrier Information (Optional)

- Bill of Lading
- SCAC
- PRO#

**Zone D:** Ship To Postal Zip Code

**Zone E:** Anna’s Linens Assigned Purchase Order Number

-No Leading Zeros

**Zone F:** Carton Contents

- Quantity – Required
- UPC- Leave Blank if content is mixed
- Description- If carton content is missed then indicate ‘Mixed’ or leave blank

**Zone G:** Blank (Not Used)

**Zone H:** Anna’s Linens Location

-Mark for/ Buying Location

**Zone I:** Standard UCC-128 serial shipping container code

-Carton ID must be unique

Zone A	Zone B
Zone C	Zone D
Zone E	
Zone F	
Zone G	Zone H
Zone I	

### **Bill of Lading and Shipment Manifests**

All shipments must be accompanied by a Consolidation Manifest that reflects only the merchandise that is on that load.

This manifest is to include:

- Bill of Lading Number (at top of document)
- PO Number
- Store Number
- Number of Cartons
- Weight
- Confirmation Number

Attach a copy of this Manifest to the Bill of Lading. The Bill of Lading and Consolidation Manifest must be attached to the last carton loaded onto the trailer in an envelope clearly marked, "Manifest Enclosed".

The Bill of Lading must include:

- Information in all requested fields
- Carrier Name and Load ID (IE ME#, PRO#)
- List of PO Range and Confirmation Numbers
- A clearly marked Master Bill of Lading
- An underlying Bill of Lading for each DC with POs on a shipment
- Driver signature and time stamp, noting the time in and time out

### **Packing List and Lead Carton Designation**

- Packing list must be attached to Lead Carton of shipment on the outside of the carton.
- Total number of cartons shipped by PO to each store must be accurately stated on the packing list.

## Domestic Bulk Shipments

### Routing: Collect Partners

A Domestic bulk shipment is any domestic shipment that is not pre-allocated to ship to various specific stores. These shipments are to be handled exactly like regular domestic shipments except for the following:

#### Routing/ Shipping: Prepaid Shipments

- All case packs must be complete, do not ship partial cartons. If this causes a shortage on the order, please send the buyer e-mail notification of how many selling units will be shorted. Please note that this will not preclude an offset.
- Prepaid shipments must have a delivery appointment. Contact the appropriate distribution center to arrange a delivery appointment time.

#### Routing/ Shipping: for Collect Shipments

- All case packs must be complete, do not ship partial cartons. If this causes a shortage on the order, please send the buyer e-mail notification of how many selling units will be shorted. Please note that this will not necessarily preclude an offset.
- Follow the instructions specified in the table below and send an e-mail notification of the routing, including your purchase order number, to [import@annaslinens.com](mailto:import@annaslinens.com).

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Total Shipment Weight/Dimensions	Ship Instructions
All Shipments For Collect Vendors	Please submit routing requests via “Express Ship”, located on the web at <a href="http://b2b.annaslinens.com">b2b.annaslinens.com</a> (Contact <a href="mailto:traffic@annaslinens.com">traffic@annaslinens.com</a> for a copy of the User Interface Training Guide). No e-mail, fax or phone requests will be accepted!  Routing Instructions will be provided by Transplace.

#### Carton Label Requirements

- Vendor name and Anna’s Linens’ PO number.
- Detailed description matching the description on the pack list, including size, color and/or pattern name, if applicable.
- Number of units per carton for each unique item.
- UCC-128 labels are not required for Domestic Bulk shipments.

#### ASN Requirements

- An accurate ASN must be sent to Anna’s Linens at the time of shipment
- Anna’s requires one ASN with carton level information per PO, per ship to location(3PL), per shipment
- All vendors must be certified on Anna’s current EDI mapping requirements

**Please refer to the EDI section of the Partner Guide for more information regarding Anna’s Linens EDI requirements.**

All questions regarding mapping requirements or other EDI concerns must be directed to Anna’s Linens EDI by phone at: (714) 415-5473 or via email at: [edi@annaslinens.com](mailto:edi@annaslinens.com)

#### Packing List Requirements

##### Pack List:

E-mail one pack list per trailer to the Import Coordinator immediately after pick up. If you cannot e-mail, fax is acceptable (Attn: Import Coordinator).

The pack list must contain:

- Clear description of each unique carton pack, along with # of cartons using the same description that is used on the carton labels.
- Trailer number and “ship to” DC address.
- Date shipped.
- Anna’s Linens PO#.

#### Invoicing

- Send only one invoice per PO. If a PO has multiple trailers, please attach a pack list for each trailer.
- Invoices must be sent to the Anna’s Linens Accounts Payable Department at the time the shipment departs the shipping location.

